

Administration

Administrative Organization

It is the responsibility of the Board of Education to ensure that the operations of the school system are administered efficiently and effectively.

The Board of Education shall establish and maintain an administrative organization that shall, by its design, assist with the operation of the New Milford Public Schools. The organizational structure shall clearly delineate and define the positions required to effectively and efficiently provide administrative support to the Superintendent of Schools and the Board.

The administrative organization shall be determined by the Board of Education. The Superintendent, however, shall recommend to the Board, either at his/her discretion or by the direction of the Board:

1. A plan of administrative organization.
2. Job descriptions for all administrative positions.
3. Qualifications deemed necessary to meet the responsibilities of each administrative position.
4. Employment of administrative personnel.

All administrative job descriptions shall be kept current and maintained at the personnel office. Any job description, as well as the organizational structure as a whole, shall be reviewed by the Operations Committee.

The Superintendent shall evaluate all administrative personnel at least once a year and shall review their performance with the Board in executive session prior to the Board's evaluation of the Superintendent.